



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

ADMINISTRATIVE TRAINEE	Class No. 002306
ADMINISTRATIVE ANALYST I/ANALYST I	Class No. 002304/002411
ADMINISTRATIVE ANALYST II/ANALYST II	Class No. 002303/002412
ADMINISTRATIVE ANALYST III/ANALYST III	Class No. 002302/002413

■ CLASSIFICATION PURPOSE

To assist higher-level management with budget preparation, fiscal management, personnel functions, contract administration and monitoring, special projects, and studies; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Administrative Analysts and Analysts are **professional** classes responsible for providing managers and executives with general administrative support in a wide variety of areas such as, but not limited to, financial management, budget preparation, purchasing, contract administration and monitoring, cost benefit analysis, personnel, general administration, and special projects requiring quantitative and analytical skills. The majority of work is performed in compliance with countywide operating policies and procedures, and local, state and federal regulations.

Administrative Trainee:

This is the entry-level class of this series. Under immediate supervision of a higher-level Administrative Analyst/Analyst or manager, incumbents perform progressively more responsible projects and may develop skills needed to move into specialized budget/fiscal work, purchasing, contracting, or personnel management classifications. Incumbents receive specific instructions as to methodologies to be used and exercise little discretion in determining the administrative support activities.

Administrative Analyst I / Analyst I:

These are the first working-level classes of this series. Under general supervision, incumbents are responsible for assisting management in either the day-to-day operations within a county department, or in conducting special studies, which typically do not require a depth of technical knowledge or specialized skill. Incumbents work independently within assignment parameters defined by a supervisor who could be consulted at any time to clarify methods, provide technical instruction, or resolve problems. Positions in this class may supervise a small staff of clerical, technical, and/or paraprofessional personnel but authority is generally limited to a small unit within an office or section.

Administrative Analyst II / Analyst II:

These are the journey-level classes of this series. Under general supervision, incumbents are expected to exercise judgment within guidelines and to independently provide management with the expertise necessary to identify, evaluate, and resolve organization and administrative problems, including recommending changes in policies and procedures and developing methods for implementation. Assignments are moderately complex and usually require proficiency in more than one functional area. The supervisor normally defines the parameters of assignments, but the methods used to collect and analyze information would not be specified. Technical skills or specialized knowledge is most likely necessary. Incumbents may supervise clerical, technical, and/or paraprofessional personnel.

Administrative Analyst III / Analyst III:

These are management classes that provide first-level supervision and direction to subordinate Administrative Analysts/Analysts and clerical staff. Under direction, incumbents advise and assist higher-level management with day-to-day operations of a department or section of a department. Incumbents perform the most complex administrative and analytical work requiring interpretation and the use of discretion in the application of specialized knowledge and resources to accomplish work. This class differs from the next higher class, Principal Administrative Analyst, in that the latter is a second-level supervisor responsible for supervising a section or division performing multiple administrative functions.

■ FUNCTIONS

The examples of functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in the classes. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential functions in the Administrative Analyst and Analyst classifications may be focused in one program area and/or administrative specialty or may include more general duties crossing several programs or administrative specialties. Program areas and administrative specialties may include, but are not limited to, the following core areas:

General Administration:

Duties include, but are not limited to the analysis, design, implementation, and evaluation of various administrative systems to support organizational unit operations; advising management on policies and procedures related to personnel, systems planning, facilities planning, qualitative management and administration and related operational functions to meet programmatic goals; and leading or coordinating special projects and studies.

Budget and Fiscal:

Duties include, but are not limited to the following specialties: budget analysis, financial planning, and fund management; monitoring and controlling; fiscal or quantitative management approaches and techniques; and administration of trust funds and special accounts.

Contract Management/Administration:

Duties include, but are not limited to the following specialties: coordination of procurement activities; negotiation, solicitation preparation, award and certification of contracts; contract management/compliance; and/or grants preparation and administration.

Administrative Trainee

Essential Functions:

1. Researches, interprets, analyzes, and writes reports and summaries on a variety of policy directives, procedures, legislation, ordinances, regulations, and laws.
2. Conducts personnel, organizational, and fiscal studies.
3. Plans projects.
4. Researches information; compiles and analyzes data.
5. Prepares flow and organizational charts, workload statistics, and statistical data displays.
6. Assists in budget preparation and review/analysis of expenditures and requisitions for purchases.
7. Prepares estimates of production, service, personnel, revenue, contracts, and cost increases and decreases.
8. Maintains inventory control.
9. Oversees the maintenance, storage, and destruction of records.
10. Assists in personnel administration activities.
11. Prepares proposals, contracts, and reports.
12. Coordinates activities with other divisions and departments.
13. Assists the public in obtaining services and information from county departments.
14. Provides responsive, high quality service to county employees, representatives of outside agencies, and members of the public by providing accurate, complete, and up-to-date information in a courteous, efficient, and timely manner.

Administrative Analyst I, II / Analyst I, II

Essential Functions:

All the functions listed above and

General Administration Option

1. Conducts special studies and special projects that may include, but are not limited to, needs assessments, survey analyses, grant writing, and program standard development.
2. Analyzes workflow patterns, equipment, and material needs, and prepares recommendations to enhance operational and fiscal efficiency.

3. Conducts studies and special projects that may be related to any administrative/fiscal function.
4. Makes oral presentations of findings to other members of the department, committees, or outside groups.
5. Advises a department or division manager on the efficacy of policy and procedure changes.
6. Researches and develops recommendations to improve outcomes.
7. Reviews and analyzes impact of proposed and existing legislation, ordinances, and regulations.
8. Composes written memos, letters, board letters, reports, manuals, and other documents.
9. Makes oral presentations before committees, boards, commissions, advisory groups, or community groups.
10. Represents the department/division head at meetings.
11. May supervise, train, or evaluate clerical, technical, or paraprofessional staff.

Budget and Fiscal Option

1. Gathers relevant data and prepares justification of program costs and resources.
2. Ascertains reason for variations in expenditures and revenue.
3. Assists and coordinates data for budget analysis, preparation, and forecasting.
4. Meets with managers and executives to clarify and explain data, resolve problems, and prepare detailed budget and financial documents.
5. Establishes procedures to control funds, expenditures, and appropriations.
6. Develops and implements procedures to minimize deviations from financial plans.
7. Makes oral presentations before committees, boards, commissions, advisory groups, or community groups.
8. Represents the department/division head at meetings.
9. May supervise, train, or evaluate clerical, technical, or paraprofessional staff.

Contract Management/Administration Option

1. Assists in development and administration of competitive bid processes and contractual agreements.
2. Assists in the development of contract/lease specifications.
3. Prepares requests for proposals and bid solicitation.
4. Assists in establishment and/or maintenance of contractual relationships.
5. May supervise, train, or evaluate clerical, technical, or paraprofessional staff.

Administrative Analyst III / Analyst III

Essential Functions:

All the functions listed above and

General Administration Option

1. Plans, directs, coordinates, and supervises the analytical and administrative work of professional and clerical staff.
2. Defines the parameters of identified projects.
3. Prepares complex reports that communicate county/group/department priorities, policies, and procedures.
4. Assists in the establishment of processes to identify and prioritize potential projects.
5. Leads continuous improvement evaluation efforts and directs resources to uncover and correct complex problems.
6. Drafts, reviews, and finalizes correspondence and board letters for department head's signature.

7. Participates and represents the department on special task forces working on countywide issues.
8. Formulates criteria, processes, and procedures for evaluating the impacts of projects, plans, and programs for service delivery that may cross departmental jurisdictions or have significant impact on countywide operations.
9. Interviews, assigns, trains, and evaluates subordinate Analysts and other personnel.

Budget and Fiscal Option

1. Oversees the administration of grants, trust funds, and special accounts.
2. Develops techniques for measuring cost effectiveness and outcomes.
3. Prepares departmental budget.
4. Initiates appropriate staffing and fiscal arrangements in support of departmental plans and objectives.
5. Monitors and analyzes expenditures and accounts to ensure compliance with budget parameters.
6. Analyzes proposed legislation to determine funding impact on department programs.
7. Trains other analysts in the utilization of automated budget, fiscal, or quantitative management approaches and techniques.
8. Interviews, assigns, trains, and evaluates subordinate Analysts and other personnel.

Contract Management/Administration Option

1. Performs analysis for monitoring of grants received by department.
2. Develops and administers competitive bid processes and contractual agreements.
3. Writes grant proposals.
4. Analyzes funding parameters and other requirements specified by grantor.
5. Monitors and enforces legal agreements to ensure contract compliance.
6. Interviews, assigns, trains, and evaluates subordinate Analysts and other personnel.

■ KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

The following apply to all classes and program areas/administrative specialties:

- Principles and practices of public and business administration.
- Data collection, analysis, and interpretation.
- Research methodology for the analysis of a variety of complex data.
- Report writing techniques.
- Business English.
- Mathematics, statistics, and statistical analysis.
- Government organization functions and services.
- Modern office practices including information management and technology.
- Study validation methods.
- Impact of programs on county functions, organization and operations.
- Principles of public personnel administration.
- Basic budgetary principles and practices.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

Administrative Analyst I, II / Analyst I, II (in addition to the above):

Budget and Fiscal Option:

- Budgeting principles.
- Fiscal management techniques.
- Cost benefit analysis.
- Monitoring and control techniques.
- Principles of supervision and training.

Contract Management/Administration Option:

- Basic principles of purchasing and contract administration.
- Contract negotiation methods and techniques.
- Application of contract type.
- Negotiated procurement via Request for Proposals.

Administrative Analyst III / Analyst III (in addition to the above):

- Supervision, training, and evaluation methods/techniques.

Skills and Abilities to:

The following apply to all classes and program areas/administrative specialties:

- Compile, organize, analyze and interpret data.
- Analyze information, problems, conditions, situations, and policy and procedures.
- Prepare written descriptions, reports, and recommendations.
- Read and comprehend material such as contracts, ordinances, legislation, policy and procedures, directives, and manuals.
- Use computerized equipment and applications to accomplish work.
- Prioritize work to meet established deadlines.
- Communicate clearly, concisely, and effectively orally and in writing.
- Prepare written reports, summaries, manuals, analyses, and displays of information.
- Understand organizational and political implications of research findings, recommendations, and decisions.
- Make oral presentations.
- Establish effective working relationships with management, employees, employee representatives, and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Administrative Analyst I, II / Analyst I, II (in addition to the above):

- Supervise, train, and evaluate clerical, technical, and/or paraprofessional staff.

Budget and Fiscal Option:

- Develop various types of budget documents.
- Compile and analyze budgetary data.
- Compile, compute, and summarize data related to the acquisition, distribution, and utilization of funds.

Contract Management/Administration Option:

- Read and understand terms of contracts.
- Prepare contract documents.

Administrative Analyst III / Analyst III (in addition to the above):

- Exercise independent judgment and initiative.
- Analyze, coordinate, and utilize resources effectively to meet objectives.
- Supervise and perform complex organizational and administrative studies that impact one or more departments or have countywide significance.
- Prepare complex administrative documents for executives, boards, or for public use.
- Supervise, train, and evaluate professional staff.
- Conduct and facilitate meetings.

Budget and Fiscal Option:

- Analyze and solve difficult technical budget problems.
- Prepare complex budget and financial materials and reports for executives, boards, or public use.

Contract Management/Administration Option:

- Negotiate business agreements.
- Perform cost and price analyses.
- Prepare grants.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. Qualifying education/experience is:

Administrative Trainee:

1. A bachelor's degree from an accredited college or university in public, personnel or business administration, finance, statistics, economics or a closely related field, OR
2. Four (4) years of full-time experience performing research and analytical work, personnel, budget, and program evaluation assignments.

Administrative Analyst I / Analyst I:

General Administration Option:

1. A bachelor's degree from an accredited college or university in public, personnel or business administration, finance, statistics, economics or a closely related field, AND one (1) year of full-time professional level experience, which must be comparable to an Administrative Trainee with the County of San Diego, performing policy and procedures interpretation, special studies and projects, and general administration, OR
2. Five (5) years of full-time professional level experience, which must be comparable to an Administrative Trainee with the County of San Diego, performing policy and procedures interpretation, special studies and projects, and general administration.

Budget/Fiscal Option:

1. A bachelor's degree from an accredited college or university in public, personnel or business administration, finance, statistics, economics, or a closely related field, AND one (1) year of full-time professional level experience, which must be comparable to an Administrative Trainee with the County of San Diego, that included assisting higher-level staff with budget preparation and fiscal management; ascertaining reasons for variations in expenditures and revenue; and assisting/coordinating data for budget analysis, preparation and forecasting, OR
2. Five (5) years of full-time professional level experience, which must be comparable to an Administrative Trainee with the County of San Diego, that included assisting higher-level analysts with budget preparation and fiscal management; ascertaining reasons for variations in expenditures and revenue; and assisting/coordinating data for budget analysis, preparation and forecasting.

Contract Management/Administration Option:

1. A bachelor's degree from an accredited college or university in public, personnel or business administration, finance, statistics, economics, or a closely related field, AND one (1) year of full-time professional level experience, which must be comparable to an Administrative Trainee with the County of San Diego, performing tasks in one or more of the following areas: coordination of procurement activities and negotiations, contract certification, contract management/compliance and/or grants preparation and administration, OR
2. Five (5) years of full-time professional level experience, which must be comparable to an Administrative Trainee with the County of San Diego, performing tasks in one or more of the following areas: coordination of procurement activities and negotiations, contract certification, contract management/compliance and/or grants preparation and administration, with the County of San Diego.

Administrative Analyst II / Analyst II:

General Administration Option:

1. A bachelor's degree from an accredited college or university in public, personnel or business administration, finance, statistics, economics or a closely related field, AND three (3) years of full-time professional level experience, two (2) years of which must be comparable to an Administrative Analyst I/Analyst I with the County of San Diego, performing policy and procedures interpretation, special studies and projects, and general administration, OR
2. Seven (7) years of full-time professional level experience, two (2) years of which must be comparable to an Administrative Analyst I/Analyst I with the County of San Diego, performing policy and procedures interpretation, special studies and projects, and general administration.

Budget/Fiscal Option:

1. A bachelor's degree from an accredited college or university in public, personnel or business administration, finance, statistics, economics or a closely related field, AND three (3) years of full-time professional level experience, two (2) years of which must be comparable to an Administrative Analyst I/Analyst I with the County of San Diego, performing tasks in one

or more of the following areas: budgeting, fiscal planning, statistical analysis, analysis of revenue, cost and other financial records, legislative analysis relative to budget/fiscal impact on departmental programs, OR

2. Seven (7) years of full-time professional level experience, two (2) years of which must be comparable to an Administrative Analyst I/Analyst I with the County of San Diego, performing tasks in one or more of the following areas: budgeting, fiscal planning, statistical analysis, analysis of revenue, cost and other financial records, legislative analysis relative to budget/fiscal impact on departmental programs.

Contract Management/Administration Option:

1. A bachelor's degree from an accredited college or university in public, personnel or business administration, finance, statistics, economics, contract management, or a closely related field, AND three (3) years of full-time professional level experience, two (2) years of which must be comparable to an Administrative Analyst I/Analyst I with the County of San Diego, performing tasks in one or more of the following areas: coordination of procurement activities and negotiations, contract certification, contract management/compliance and/or grants preparation and administration, OR
2. Seven (7) years of full-time professional level experience, two (2) years of which must be comparable to an Administrative Analyst I/Analyst I with the County of San Diego, performing tasks in one or more of the following areas: coordination of procurement activities and negotiations, contract certification, contract management/compliance and/or grants preparation and administration.

Administrative Analyst III / Analyst III:

General Administration Option:

1. A bachelor's degree from an accredited college or university in public, personnel or business administration, finance, statistics, economics or a closely related field, AND four (4) years of full-time professional level experience, one (1) year of which must be comparable to an Administrative Analyst II/Analyst II with the County of San Diego, performing professional level work, which included policy and procedures interpretation, special studies and projects, and general administration, OR
2. Eight (8) years of full-time professional level experience, one (1) year of which must be comparable to an Administrative Analyst II/Analyst II with the County of San Diego, performing professional level work, which included policy and procedures interpretation, special studies and projects, and general administration.

Budget/Fiscal Option:

1. A bachelor's degree from an accredited college or university in public, personnel or business administration, finance, statistics, economics or a closely related field, AND four (4) years of full-time professional level experience, one (1) year of which must be comparable to an Administrative Analyst II/Analyst II with the County of San Diego, performing tasks in one or more of the following areas: budgeting, fiscal planning, statistical analysis, analysis of revenue, cost and other financial records, legislative analysis relative to budget/fiscal impact on departmental programs, OR
2. Eight (8) years of full-time professional level experience, one (1) year of which must be comparable to an Administrative Analyst II/Analyst II with the County of San Diego, performing tasks in one or more of the following areas: budgeting, fiscal planning, statistical analysis, analysis of revenue, cost and other financial records, legislative analysis relative to budget/fiscal impact on departmental programs.

Contract Management/Administration Option:

1. A bachelor's degree from an accredited college or university in public, personnel or business administration, finance, statistics, economics, contract management, or a closely related field, AND four (4) years of full-time professional level experience, one (1) year of which must be comparable to an Administrative Analyst II/Analyst II with the County of San Diego, performing tasks in one or more of the following areas: coordination of procurement activities and negotiations, contract certification, contract management/compliance and/or grants preparation and administration, OR
2. Eight (8) years of full-time professional level experience, one (1) year of which must be comparable to an Administrative Analyst II/Analyst II with the County of San Diego, performing tasks in one or more of the following areas: coordination of procurement activities and negotiations, contract certification, contract management/compliance and/or grants preparation and administration.

Note: A master's degree in public, personnel, or business administration, economics, or a closely related field from an accredited U.S. college university, or a certified foreign studies equivalency, may substitute for up to one (1) year of the required experience.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classifications. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hand, grasping, and fine manipulation of hand to operate computers, printers, and copiers, lifting of objects weighing up to 10 pounds. Occasional: walking, standing, bending and twisting of the neck, bending and twisting of the waist, grasping, fine manipulation of hand, pushing, pulling, reaching above and below shoulder level, and lifting objects weighing up to 25 pounds.

In addition to the physical characteristics above: Positions at the County of San Diego's Psychiatric Hospital will occasionally require squatting, kneeling, simple/power grasping, and lifting and transporting items weighing up to 30 pounds for a distance of up to 100 feet.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

Note

May be a member of a team/department with responsibility for sponsorship of Enterprise Resource Planning (ERP) software applications in support of countywide operations of: human resource management, time keeping and reporting, payroll, accounts payable, and accounts receivable. May be a member of ERP core team.

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Work primarily takes place in an office environment, although some positions may be assigned to detention facilities, hospitals, clinics, or other work locations. Work involves exposure to computer screens and use of basic office equipment.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: June 25, 1982

Revised: April 14, 1999

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Reviewed: Spring 2003

Revised: June 15, 2004

Revised: November 1, 2004

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Administrative Analyst III / Analyst III (Class Nos. 002302/002413)

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